



**Get a
Jump Start
on Your
Future:
Internship
Programs
for Students
and Recent
Graduates**

U.S. Department of Education
Office of Inspector General

An Internship with Purpose and Impact

Are you looking for a meaningful internship that will give you a competitive edge, marketable experience, and unique opportunities while working in the forefront of some of the most important issues impacting education in America today? If the answer is yes, then the U.S. Department of Education Office of Inspector General (ED OIG) may have the internship you are looking for!

ED OIG operates a fast-paced work environment, producing work that is often covered by major media outlets and discussed on the floor of the U.S. Congress. We tackle complex criminal conspiracies, public corruption, identity theft, cyber and financial crime. We're not pushing paper—we're fighting fraud, waste, abuse, corruption, and mismanagement in Federal education programs, and we're making a difference for America's students and schools.

Purpose. Impact. That's what the ED OIG is all about. And we're hiring motivated students and recent college graduates who are looking for hands-on, real-world experience in an internship that puts their education and skills to the test.



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My Pathways internship is everything that I was hoping it would be! I'm doing real work and learning so much about business operations. I'm taking what I am learning in school, putting it into practice, and tapping into skills that I didn't know I had! Being an ED OIG Pathways intern has been a great experience. I'm really excited for my future!

Britney Tate
Bowie State University, Class of 2020
2019–2020 ED OIG Pathways Intern
Management Services

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This is Your Opportunity to Make a Difference

ED OIG is often referred to as America's watchdogs because it's our job to help ensure that the hard-earned tax dollars funding ED programs and operations are used as intended by law, achieve the desired results, and reach the intended recipients.

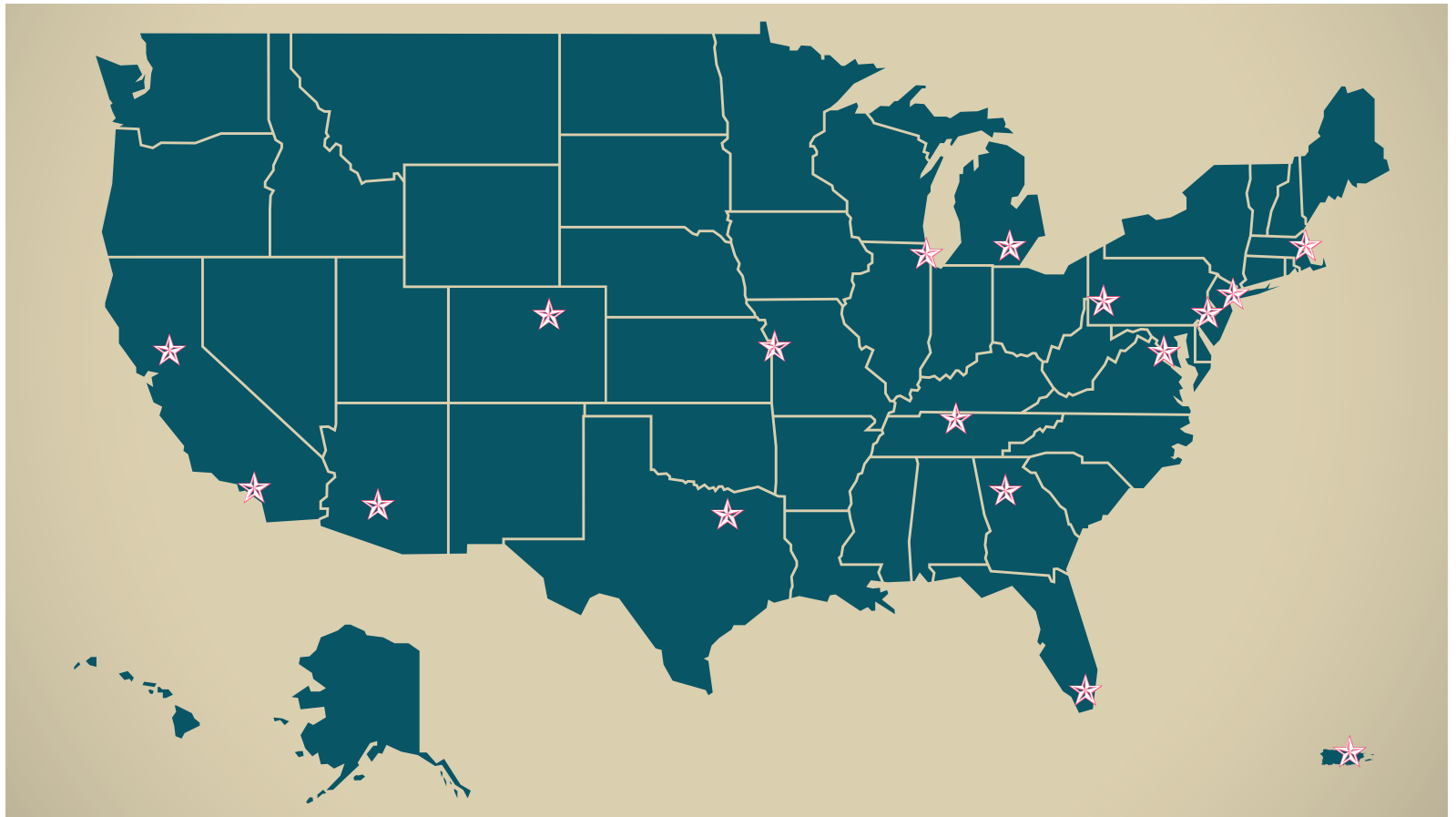
We are seeking motivated, high-performing college students and recent college graduates who love a challenge and want to put their fresh ideas, perspective, education, and innovative solutions to the test.

Diverse, Equitable, Inclusive, and Accessible Workplace. Substantive Assignments.

Here at ED OIG, we emphasize the importance and value of diversity, equity, and inclusion in the workplace to help ensure that the work we produce is accessible to the diverse public we serve. We maximize the skills of our staff in a culture that encourages collaboration, flexibility, and fairness.

ED OIG interns won't spend their summer at a copy machine or running errands for executives. Our interns work with and learn from seasoned professionals, perform research and analysis, attend meetings, and participate in other activities that support our mission. You'll have the opportunity to perform substantive assignments and get first-hand experience in understanding and working on some of the most important issues in Federal education, including student aid, K–12, charter schools, and special education. ED OIG interns may also have the opportunity to convert to a permanent career position with ED OIG upon completing the internship program.

Whether your interests are in the fields of criminal justice, finance, cyber security, accounting, law, public affairs, history, business management, English, psychology, sociology, communications, or another area, ED OIG may have the perfect internship for you!



OIG Office Locations

ED OIG offers volunteer internships as well as paid internships through the Pathways program in our Washington, D.C., headquarters and our regional offices across the country.

Ann Arbor, Michigan
Atlanta, Georgia
Boston, Massachusetts
Chicago, Illinois
Dallas, Texas
Denver, Colorado
Kansas City, Missouri
Long Beach, California

Nashville, Tennessee
New York City, New York
Pembroke Pines, Florida
Philadelphia, Pennsylvania
Phoenix, Arizona
Pittsburgh, Pennsylvania
Sacramento, California
San Juan, Puerto Rico

Two Internship Programs

We have both volunteer and paid internship programs available at ED OIG for current students and recent graduates.

Volunteer Internship Program

For College Students in Any Year of Study

Volunteer internships are available in all ED OIG functional areas—audit, investigations, cyber, legal, congressional and public affairs, and business management. Although unpaid, student interns will gain valuable skills and work experience and add some heft to post-college resumes, all the while applying their educational knowledge to the workforce.

Most of our volunteer internships are available during the summer but can continue year-round. Volunteer internships are available in our Washington, D.C., headquarters as well as regional offices across the country.

Pathways Internship Programs

ED OIG participates in the Federal Pathways Programs: year-long, paid internships that allow eligible students and recent college graduates the opportunity to work in a Federal agency and explore a career with the Federal government. ED OIG's Pathways provides eligible students with a paid work experience and the chance for permanent employment.

For College Juniors and Seniors and Graduate Students

ED OIG Pathways program for college juniors, seniors, and graduate students is a one-year program that offers real work experience and career development with training and mentorship. Successful applicants are placed in a dynamic developmental program with the potential for a full-time career at ED OIG or elsewhere in the Federal government after graduating.

To participate in the ED OIG Pathways program for college juniors, seniors, and graduate students, participants must meet basic eligibility requirements. Specifically, a participant must be

- a U.S. citizen at least 18 years of age;
- in good academic standing and enrolled as a college junior, senior, or graduate student;
- able to work full-time (40 hours per week) during the summer and part-time (20 hours per week) during the school year; and
- able to meet the qualification standards for the internship position.

For Recent College Graduates

The ED OIG Pathways program for recent college graduates is a one-year program for those who have graduated from college within the past 2 years. Our program offers work assignments and career development with training and mentorship. Successful applicants are placed in a dynamic developmental program with the potential for a full-time career at ED OIG or elsewhere in the Federal government.

To participate in this ED OIG Pathways program, recent college graduates must meet basic eligible requirements. Specifically, a participant must

- have graduated from college or graduate school no more 2 years before the date of applying for the internship,
- be able to work full-time (40 hours per week), and
- meet the qualification standards for the internship position.



Which Area is Right for You?





Audit Services

Audit Services conducts independent audits and related reviews into issues involving Federal student aid, K–12 schools, charter schools, special education, vocational education, adult education, and more. When our work identifies problems, we propose solutions. Our work has resulted in improvements to ED programs and changes made to some of the most important Federal education laws in our country.

- ED OIG interns in our Audit Services component will participate in the various phases of the audit process, including planning, research, fieldwork, and report writing, and have the opportunity to contribute to management briefings and presentations.
- If you are an accounting, finance, or other major looking for opportunities in the field of accounting and auditing, an ED OIG internship program with our Audit Services component may be right for you!



Investigation Services

Investigation Services conducts independent criminal, civil, and cyber-related investigations into suspected fraudulent activities by schools, colleges, universities, contractors, subcontractors, school officials—any entity or individual that participates in ED programs or receives ED funding. Through our work, we have unraveled multimillion-dollar fraud schemes by high-ranking school officials, unscrupulous school owners, and other people placed in positions of trust to educate our children. Our Investigation Services component is also on the cutting edge of cyber security, employing the latest technology and techniques to discover and defeat current and emerging threats from cyber and economic crime.

- ED OIG interns in our Investigation Services component will have an opportunity to participate in investigative planning meetings, conduct research and analysis, perform field work, and help develop investigative documentation to verify results and ensure accurate reporting of findings and facts.
- If you are a criminal justice, cybersecurity, or other major looking for opportunities in law enforcement, an ED OIG internship in our Investigation Services component may be right for you!



Technology Services

Our Technology Services component combines audit, investigative support, data analytic services, and information technology expertise to address information technology management and security issues. Technology Services also provides data and comprehensive reports to combat fraud, waste, and abuse. We conduct robust reviews to ensure that ED's information security efforts are sufficiently protecting its data systems and the personally identifiable information it houses for millions of students. Technology Services provides analytical expertise to address information technology management issues. We operate a full-time, state-of-the-art computer laboratory and data warehouse that enables the OIG to conduct and coordinate digital forensic analysis, data analytics, digital evidence processing, and advanced statistical techniques.

- Interns in our Technology Services component will participate in a wide range of activities, including maintaining computer systems hardware and software, planning, research, and quantitative and qualitative data analysis.
- If you are a computer science, cybersecurity engineering, information assurance, management information systems, information technology, forensic accounting, data science, or accounting major and looking for rewarding internship opportunities, Technology Services may be right for you!



Legal Services

ED OIG attorneys are responsible for our legal, Freedom of Information Act, and ethics functions. Our attorneys provide legal advice and assistance to the Inspector General and ED OIG staff on a full range of subjects, including Federal education law; administrative, criminal, and civil procedure; and the civil False Claims Act. Our attorneys represent ED OIG in administrative litigation before the Merit Systems Protection Board and the Equal Employment Opportunity Commission.

- ED OIG interns in our Legal Services component assist our attorneys in supporting and advising ED OIG's audit and investigative work. This includes conducting legal research, preparing legal opinions, and working with management on multiple issues such as the authority of the Inspector General, subpoena enforcement, Freedom of Information and Privacy Act requests, ethics, personnel, and fiscal law.
- If you are a law school student and looking for a truly diverse legal career, an ED OIG internship in Legal Services may be right for you!



Congressional and Communications Services

Our team of public affairs and communications professionals coordinate communications between ED OIG and Congress, the media, and the public. Our writers, editors, graphic designers, and audio and video content creators produce content for the OIG website, social media accounts, and the OIG's Eye on ED podcast. They also provide editorial and graphic, audio, and video services to all ED OIG staff. If you are an English, communications, public affairs, government, graphic design, or multimedia major, this may be the internship spot you're looking for!



Quality and Integrity Group

This team of auditors, investigators, and management analysts is responsible for conducting internal investigations of ED OIG personnel and for internal quality control reviews and vulnerability assessments of audit, investigative, inspection, and administrative activities. This team also collaborates with all OIG components to facilitate ED OIG's enterprise risk management process and identify the organization's top risks. If you are an accounting, criminal justice, or business major looking to gain exposure to a variety of areas, an ED OIG internship in our Quality and Integrity Group may be right for you!



Diversity, Equity, Inclusion, and Accessibility

ED OIG also offers internships with its Chief Diversity Officer, who leads the OIG's effort to integrate diversity, equity, inclusion, and accessibility into our business processes; build an inclusive workplace environment; and recruit, develop, and retain a diverse and talented OIG team. If this is an area that meets your interests, this may be the spot for you!



Management Services

Management Services is ED OIG's component that provides administrative and management support to the Inspector General and all ED OIG functional areas. ED OIG Management Services formulates, executes, and oversees the OIG budget; develops and maintains administrative and management policy and procedures; performs human resource support activities; and coordinates facility and property management

- ED OIG interns in our Management Services office assist staff with budget and performance planning, human capital planning and administration, administrative operations, and facilities management.
- If you are a business, finance, accounting, or other major looking to put your business skills to the test, an ED OIG internship in our Management Services office may be right for you!

Benefits of ED OIG Internships

All interns at ED OIG benefit from unparalleled, real-world experience. Interns have the opportunity to take a deep dive into ED OIG issues, initiatives, and efforts, with dedicated mentors and technical advisors.

Pathways interns have the following additional benefits.

- **Competitive Wage.** Get a real-world wage for real-world work.
- **You Help Set the Expectations.** Interns work with ED OIG to set the expectations for their specific internship. The intern and ED OIG will sign a Participation Agreement laying out those expectations, so each intern understands what will be required of them, which helps to ensure success.
- **Opportunity to Convert to Permanent Position.** Pathways interns who successfully complete the program may be eligible for conversion to a permanent position based on internship hours completed, status of degree completion, meeting requirements in the Participation Agreement, and meeting qualification standards for the permanent positions.





How to Apply

Have we piqued your interest in a volunteer internship or a paid ED OIG Pathways internship? Don't wait! These are highly coveted positions, so don't miss out on these unique opportunities. Some of our positions may require a background check and public trust clearance, which may take a little time, so apply today.

Volunteer Internships. If you are a college student in any year of study and if you are interested in a volunteer internship with ED OIG, simply send your resume and a cover letter to the ED OIG headquarters:

ED OIG Volunteer Internship Program
U.S. Department of Education Office of Inspector General
550 12th Street, S.W.
Washington, D.C. 20202
Or email: OIG.Comms@ed.gov

Your cover letter should include:

- Areas of interest, such as business, audit, investigation, legal, cyber, or congressional and public affairs
- Timeframe you are looking to work (such as summer, several months, several weeks)
- Location to wish to work (Washington, D.C., or the specific regional offices)
- The hours you are looking to work per week (such as 10, 20, or 30)

Appropriate ED OIG staff will review all submissions and selected students will be contacted for further information and interview. Selections will be based on a number of factors, including academic achievements, areas of interest and study, and life/work experience.

Pathways Internships. For paid Pathways Internships, visit the Internship page on the ED OIG website at <https://www2.ed.gov/about/offices/list/oig/career.html>, view the Pathways availabilities, find the one that most interests you, click on the link, and follow the application instructions!

If you do not see an available internship that fits your interests, education, or experience, please be sure to check back with us regularly, as additional internships will be become available throughout the year. We also announce vacancies via social media, so be sure to follow us on [Twitter](#), [Facebook](#), or [LinkedIn](#).

Frequently Asked Questions

What type of internships do you offer?

ED OIG offers internships in all functional areas: audit, investigations, information technology, counsel, congressional and public affairs, and business operations. Specific opportunities will be determined based on each functional area's needs. View our available positions by visiting the internship page on our website at <https://www2.ed.gov/about/offices/list/oig/career.html>.

Are there eligibility requirements?

Yes. For our volunteer positions, eligible college students must be U.S. citizens, at least 18 years of age, and currently enrolled and in good standing with their academic institution. Interns the volunteer program should be available to work 10 to 30 hours per week during the summer.

For our paid Pathways internships, applicants must be college juniors, seniors, or graduate students ready to work for a year (40 hours per week during the summer and at least 20 hours per week when school is in session). Applicants who have graduated from college no more than two years ago are also eligible for paid internships through the Pathways program and must be available to work full-time for one year.

Are the internships paid or unpaid?

The OIG offers both volunteer internships and paid internships through our Pathways program.

How does the selection process work?

Submitted applications will be reviewed by appropriate ED OIG staff and selected students will be contacted for further information and possible interview. Selections will be based on a number of factors, including the student's academic achievements, areas of interest and study, and life and work experience.

Can I earn academic credit for my internship?

Students participating in the volunteer internship program should contact their school about earning academic credit for work performed for ED OIG.

I will be graduating soon. Can I still apply for an internship?

Yes. The Department of Education offers several types of internships, including those for students and for recent college graduates. Learn more about the types of internships offered [here](#).

Will I be offered a permanent position at the conclusion of my internship?

Students participating in the Pathways program may be offered a full-time, permanent position when they complete the ED OIG internship program, but conversion to a permanent employee is not guaranteed.

I have another questions that's not answered here.

If you have additional questions or would like more information on the ED OIG internship programs, please contact us at OIG.Comms@ed.gov.



The OIG's mission, goals, and strategies work to improve U.S. Department of Education programs and operations on behalf of America's taxpayers and students.

